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ABSTRACT

This book offers techniques for improving grants systems in higher education and examines how the functions of an academic grants office will change in the future. The chapters are: (1) "Developing and Maintaining a Dynamic and Efficient Grants Program"; (2) "The Purpose of the Grants Office"; (3) "Measuring the Success of Your Grants System"; (4) "Developing and Evaluating a Preproposal Review System"; (5) "Increasing Faculty and Staff Interest in Proposal Development and Grant Involvement"; (6) "Evaluating and Improving Your Grant Opportunity Research System"; (7) "The Role of the Grants Office in Contacting Funding Sources"; (8) "The Role of the Grants Office in Promoting an Organized Proposal"; (9) "The Role of the Grants Office in Assurances, Certifications, Institutional Reviews, and Research Compliance"; (10) "The Role of the Grants Office in Tracking Proposals, Sign-Off, Submission, and Follow-Up"; (11) "The Role of the Grants Office in the Administration of Private Funds"; (12) "The Role of the Grants Office in the Administration of Federal Funds"; (13) "Indirect Cost Recovery and Disbursement"; (14) "The Role of the Grants Office in the Politics of the Funding Process"; (15) "Developing and Evaluating Your Grants Office Web Site"; (16) "The Grants Office Personnel--Past, Present, and Future"; and (17) "Client Satisfaction Survey and Results." A disk is included that contains a sample survey, a survey that contains the questions from each chapter, and a PDF version of both surveys. A list of government grant research aids is also included. (Contains 108 exhibits.) (SLD)

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